



LEICESTERSHIRE & RUTLAND AMATEUR SWIMMING ASSOCIATION

Minutes of Meeting held on Tuesday 10th September 2024

Present: Ursula Beck, Judy Leader, Ron Brewin, Geoff Robilliard, Lee Smith, Paul Sippitt, Abi Crane, Trevor Hincks, Alan King, Val Dunton, Maryjoy Appleton, Rachel McClaren, Matt Graham Brown.

55/24: Apologies: Sue Wainscot, Angela Lake. Jill Stidever, Helen Bickerstaff, Jenny Beech, and Leslie Johnson were also absent from the meeting.

Ursula opened the meeting by welcoming Matt Graham-Brown to the meeting as the City of Leicester delegate.

56/24: Confirmation of the Minutes of the meetings held on Tuesday 8th July 2024

The minutes were proposed by Ron Brewin and seconded by Trevor Hincks as being a true record. All present in favour.

57/24: Matters Arising from the meeting held on 8th July 2024

There were no matters arising from the minutes.

58/24: Correspondence & Secretary's report:

No correspondence reported on at this meeting.

Ursula reminded the Standing Committee Managers that reports would be required by 31st October 2024 for inclusion in the Annual Report for the AGM to be held on 10th December 2024.

Nominations for Hon. President required by 1st October 2024.

Ursula briefed the meeting on the updated Swim England Judicial Regulations commencing from 4th September 2024. These guidance notes were available from Swim England via SE website. A copy was also accessible on the LASA Website. They clearly explained the process for complaints within their Clubs.

She also explained that Swim England Safeguarding were piloting a three month trial of a system aligned to Globocol which was the system used to document all welfare and safeguarding cases at Swim England. Two clubs in the County were taking part in this pilot scheme, following which all clubs would be able to access the system. All low level concerns would need to be logged onto the system by the Club Welfare Officer. There would also be access through this system for members and parents to log concerns which would be reviewed by the Welfare Officer. If complaints were seen to be code of conduct issues, then these would be redirected to the Club Chair for their attention. It would also identify any welfare cases that needed to be looked at by Swim England Safeguarding.

All Club welfare officers would need to have a generic email address to be able to access this system. Details had been circulated to Club Welfare Officers within our County by Mary, County Welfare Officer and the details had been discussed at the last National Welfare Officers forum.

59/24: Acceptance of Records – Trevor Hincks

The following records were accepted by those present at the meeting. Ursula asked for these records to be placed on the LASA Website.

Age Group	Event	Course	Name	Date Achieved	Time achieved	Venue	Competition	Current record
Mens	50m Freestyle	LC	Jacob Mills	04/07/2024	00:22.79	Lithuania	European Junior Championships	00:22.91
Mens	100m Freestyle	LC	Jacob Mills	06/07/2024	00:50.16	Lithuania	European Junior Championships	00:50.30
Mens	100m Backstroke	LC	Alex Casey	22/07/2024	00:56.67	Ponds Forge	British Summer Championships	00:57.50
Mens	100m Backstroke	LC	Alex Casey	22/07/2024	00:56.30	Ponds Forge	British Summer Championships	00:56.67
Mens	100m Backstroke	LC	Alex Casey	26/07/2024	00:56.20	Ponds Forge - 1st leg of relay	British Summer Championships	00:56.30

60/24a Treasurers Report – Judy Leader

Main Points

- This report covers the months of July & August
- Income is attributable to the entry fees for the Inter Club Relay Galas and The Masters Open Meet
- Expenditure is attributable to the regular outgoings (COL, Workspace, software etc), together with the purchase of the process of medals and prizes for the Masters Meet.
- The Balance Report shows an outstanding liability of £220. This is due to the invoice for the Masters medals being received in August but not being paid until September.
- Two 2m x 2m pullup banners have been ordered @ £185 each, a copy of the design is included in this report. A pennant has also been ordered @ £30 which will be available for the Inter Counties, copy of design also included in this report. The cost of these will be £455 + VAT and includes £55 Artwork fee.

Budget

- A successful and productive Budget meeting was held on Tuesday 13th August 2024 at The Marriot Hotel, Grove Park Leicester. Thank you to the Managers Officers and Finance committee members for their input to the process and contribution to the meeting. Please see separate report for details (Circulated prior to the meeting)

Attached reports: Circulated prior to the meeting

Cash Flow for the Financial Year – showing financial year to date.

Profit & Loss for July & August 2024 – income exceeded expenditure over the period providing a surplus in line with expectations.

Balance as of 31st August 2024 – showing financial position

Designs for the pullup banner and pennant

All present accepted the Treasurers report.

BUDGET FOR THE NEXT FINANCIAL YEAR 2024/25 – details circulated prior to the meeting

Judy went through the proposed budget for the next financial year. Following this presentation the budget details were accepted by those present, and Ursula thanked Judy for her hard work in preparing the budget for the next financial year.

60/24b: East Midland Region Report – Ursula Beck

The next Regional Board Meeting would be held on Thursday 12th September 2024.

Saturday 14th September the Regional Award Presentation Ceremony. A number of this County's volunteers would be present at this Ceremony, and it was to be hoped that we would have some winners.

60/24c: Swimming Report – Paul Sippitt

Paul said that the work on County Championships was moving forward in a satisfactory manner. The County Swimming Meeting due to be held this Saturday, 14th September had been cancelled due to a number of factors and would be rearranged as quickly as possible.

He reiterated the comments made by Sue that the Inter Clubs Relays had been a huge success.

60/24d: LASA Development Report – Sue Wainscot

Inter Clubs:

This was held on Saturday 7th September and congratulations to Braunstone Swimming Club for their “clean sweep” winning the Open/Male & Female trophies for the B Teams & A Teams.

Many thanks to everyone who supported this and apologies for clubs for the numerous changes that took place for the 2-3 weeks before the event. The number of B Teams entered was a pleasant surprise and resulted in the event being split into two galas.

Any feedback from Clubs on whether there is a desire to continue this event moving forward would be appreciated. The first weekend in September seems a good time before the rush of league galas and Open Meets.

Young Teams Gala 30th November:

It is anticipated that for 2024 this will be for one team only from each club. Details will be circulated in due course. Hopefully Oadby & Wigston and Shepshed will be able to participate, and discussion will take place with them to investigate this.

National Inter County Team Championships 6th October at Ponds Forge:

The selected team has been submitted to Swim England with no queries. We have had three parents volunteer to be Team Managers which is great. I am still trying to sort one Licensed J1 Official to attend.

Chair/Head Coach Meeting:

A further meeting needs to be organised to discuss the Memorandum of Understanding and LASA/COLSC Agreement as the main item. The suitability of Saturday 12th October will be checked with clubs.

2024/2025 Development Plans:

Subject to acceptance by the Executive of the proposed budget for the next 12 months the following activities are planned for swimmers in the county:

1. Long Course Training sessions for swimmers who have qualified for Regional & National Long Course Championships. This will be on the same basis as the sessions offered for the National swimmers in 2024 with club coaches working together to book and run lane sessions at the Loughborough University pool. This opportunity was also open to Masters swimmers.
2. Swim Camps: The plan is to run various short skills sessions over the year, probably around 3 hours in duration. These will cover all four strokes, plus Medley skills and starts & turns etc. These will be available for various age groups again including Masters.
3. It is hoped to work with the para swimming group at Desford to look at ways of developing this within the county although this is at a very early stage and needs more thought and discussion.
4. Coach/Chair Meetings: These to continue probably running 3 meetings a year.

Sue Wainscot 8.9.24

60/24e: City of Leicester Development Report (see item 63/24)

No report at this meeting.

60/24f: Masters Report – Alan King

Alan said that the numbers wanting to take part in this years Masters Gala had far exceeded the expected numbers and for this reason it had been necessary to close the entry system down earlier than anticipated. All arrangements had been made with the Leisure Centre and he and Geoff would be meeting with the Leisure Centre staff this Friday to finalise details for the Meet. All relevant details were now on the Masters section of the LASA Website. There was still a need for more officials for the Meet and it was emphasised that any trainees could attend along with fully qualified officials. Alan asked Lee if it would be possible to have another push to get officials for the day. It was anticipated to finish between 7.30 and 8 pm on the day which would mean that Officials would not have a late evening. To date entries last year 150, this year 215/220 with 500 swims 2023 and 700 swims 2024. He was confident that they would still finish within the allotted time.

He said that he had now booked the pool for next years Masters Gala which meant those attending this year would be made aware of the date for 2025 – 14th September 2025.

Paul queried whether there would be any change to the entry closure dates for next year. Alan said he was very aware of the need to make sure that the closure date did not move, and one possibility was to have a reserve list which would mean that should any of the swimmers not be able to participate swimmers could be taken from the reserve list.

Alan thanked all those who had supported him along the way, especially Geoff, Judy and Fiona.

60/24g: Rules Revision—Paul Sippitt

Paul said he would be arranging a Rules Revision meeting to review the Constitution. At this stage it was felt that the only changes would be to move Rules 17 and 21 to a By-Law section. This would mean that if changes needed to be made to these Rules it could be done without having to have either an AGM or SGM to accept the changes.

60/24h: Officials Report – Lee Smith and Ron Brewin

Leicestershire Masters Open Meet

Lee's Report:

The LASA Masters meet takes place on Sunday 15th September at Braunstone leisure centre. We have had a good response with officials to help support this event with 19 officials signing up for both sessions.

Judge 2 and Judge 2S

The Judge 2 and J2S logbooks have been redesigned and made separate, the logbook stocks will not be kept locally, and candidates will soon be able to use an online system to request one when they sign up to start their training.

A new membership attribute of “Judge 2 in Training” has been introduced and will be allocated to people who apply online for their logbooks, this will then appear on the quarterly reports.

Ron's Report:

Email from Helen Akers dated 29/08/2024 for any J2S wishing to apply for the referee's course in 2025.

In anticipation of applications for 2025 training opening later this year, please find attached an updated copy of the details of the training process which includes the following changes: **Details of training process attached to the Minutes.**

1. Applicant must be qualified as a Judge 2S and have completed a minimum of 50 recorded hours across all roles of officiating and at a variety of levels of meet since the date of qualification as a J2S or within the two year period immediately prior to application for referee training, whichever is more recent. (This is in addition to the 10 hours consolidation required post-J2S qualification.)
2. Applicant must attend the online CPD “Para-Swimming Officiating” before undertaking their final practical assessment.
3. **England and Wales only** - Applicant must have completed the online course “Refereeing Swimming – A Beginners Guide”, available via the Institute of Swimming, before applying to commence training.

To assist with the second point, we will be running a course on 11 October - the registration link is

<https://www.surveymonkey.com/r/Para1110>

Candidates can also register their interest in being advised of future dates at

<https://www.surveymonkey.com/r/ParaRoI>

The link for the course referenced in point 3 is <https://www.swimming.org/ios/courses-officials-volunteers/>

These changes have been agreed by all of your Home Country SOG representatives but if you anticipate that they are going to cause specific issues for any of your prospective candidates, please get in touch so that we can look at each case on its individual merits.

There will be a regional Masters Meet on Sunday 1st December at Moorways L.C.

Further information can be found at: <https://emswimchamps.org.uk/Events/OpenMastersChampionships2024/index>

A request for officials will be requested nearer the date. Please help if you can and give some time back to those officials who turn up for your children's galas.

For information, I will be having a cataract operation on my left eye on 7th October and the other eye approximately 6-8 weeks later. During this time my poolside availability will be restricted.

With the changes taking place as outlined by Lee in his report it was suggested that J2S trainees email Ron with their details as they do at the present time. With the changes taking place the issue was that neither Lee nor Ron knew of new trainees until Lee received the quarterly reports.

Lee queried whether the officials for the Championships would be taken from the Swim Meet site. Geoff suggested that Lee liaise with Sue re this as she normally managed the officials for the Champion ships.

60/24i: IT Report – Judy

WEBSITE

Traffic was very much focused around the Masters Meet, which will continue over the next few days and weeks as the competition takes place 15th Sept. Additional traffic over the past week connected to the Interclubs.

The website has been updated with the addition of a Results page and a Gallery page. The About Us page has been updated and the navigation amended to be more mobile friendly. Some pages have 'moved' from the menu bar to be part of a dropdown from a Menu item, specifically the Officials page is now under Swimming and Resources is now under About Us as their separate elements. Please take a look and report any issues back to me.

WIX have changed their pricing plan and are now charging for the links to Social Media Accounts. Currently there are 10 free posts to a single SM account which is why they are not appearing on Instagram; so far, we have used 4/10. I have not yet investigated the value of these charges nor evaluated the different ways of posting the News items to FB & Insta to determine if we need to add this to our plan.

QR codes have been generated for the LASA website and the Results page so these can be used on any documentation produced. They have been included in the design of the pullup banners that are being produced.

SOFTWARE

The MS Office license renewals on 15th September; it should not impact any LASA laptop that has utilised one of the licenses.

60/24j: Presidents Report

Attended the LASA InterClubs, which was an enjoyable and exciting gala. Congratulations to Braunstone SC on their win of all four trophies, and well done to all other clubs and swimmers for making it such a close run competition.

60/24k: Disability report

No report.

60/24l: Any other Reports:

There were no further reports.

61/24: Trophies

a) Nominations required for the following by 30th September 2024

- Tony Gibson/G.E. McCoy Cup (Male/Open & Female)
- Swimmer of the Year (Male/Open & Female)
- Trevor Henson Trophy (Male/Open & Female)

b) LASA Annual Coach Award – nominations by 15th October 2024

Abi asked for the Masters Trophy to be added to the list of those trophies requiring nominations. Nominations for this trophy were required by 30th November.

Ursula would send a reminder to all Clubs of the trophies and dates for receiving nominations.

62/24: Any other Business accepted by the Chair as relevant.

- a) Geoff said that he wished all those invited to the East Midlands Awards Presentation this Saturday good luck and hoped that they may come away with an award.

- b) Maryjoy said that the Club needed a Referee for their Internal Championships 12th/26th November. Ursula said she would send a message out to all clubs. Also, she asked if anyone could help the club with the use of Swiss Timing. Again, Ursula said she would include this request when messaging the clubs.
- c) Alan said he had heard one or two people say that they did not feel the County needed to run the Inter Clubs. He said that from the noise that was erupting in the pool on Saturday it was clear that the swimmers had enjoyed the event, and the coaches were also saying the same. He said he had been to the London Aquatic Centre on Sunday and had experienced the Surry County Interclub event, and they had also been noisy and full of excitement. He said it would be such a shame if we did not run this event next year. Paul echoed Alan's comments.
- d) Judy queried whether it would be possible to play music during the warmup sessions at the Championships. Agreed that this would be put to the coaches at their next meeting.
- e) Abi said that all relevant trophies had been ordered. She said that the invoice would be sent direct to Judy as soon as possible.

63/24: LASA/City of Leicester Pathway Agreement 2024/25

Prior to the discussion Matt left the meeting. Ursula informed the Executive that there had been two informative meetings with City of Leicester to review the Agreement between us and CoL.

1. Memorandum of Understanding

- One of the concerns raised by Clubs had been the age entry into City of Leicester. We have now agreed with City of Leicester that the entry age level will be 11 as of 31st December each year, commencing 2025 season. Appreciate that for this season there may be younger swimmers joining City.
- Another change to the pathway for City of Leicester is that the Development Pathway Group will now be known as the Link Group, as agreed by the Coaches at the Club Coaches meeting and an additional pathway squad, the County Squad as suggested by Jamie and accepted by the Coaches at their Coaches meeting.
- It is to be hoped that with these changes all clubs will now sign the Memorandum of Understanding. This is not a contract but as it says an understanding between the clubs and City of Leicester as to how swimmers will move between City of Leicester and the Clubs. It was stressed that it was felt that with this MoU it would ensure that all understood the movement of swimmers between the base clubs and City of Leicester. The MoU also outlined the make up of the different squads.
- The MoU would now be taken to the next Coaches Meeting for signing by the base clubs.
- Paul did make it clear that whilst the entry age was now 11 as of 31st December there would still be opportunities for movement from base clubs to City of Leicester at any age if it was felt that a swimmer would benefit from attending City of Leicester.

2. LASA/CITY OF LEICESTER PATHWAY CO-OPERATION AGREEMENT 2024/25 – subject to acceptance by LASA

- During our discussions we reviewed the present City of Leicester SC Development Pathway Agreement between ourselves and City of Leicester. This is done on an annual basis in preparation for the new season in September. The next full review of the Agreement will take place in 2025. The present Agreement remained with amendments being made, agreed and signed as being correct by both LASA and City of Leicester.
- Whereas the present Agreement is specific to the LASA/CoL Development Pathway, it had been agreed that the Agreement will now cover all squads not just the newly named link squad.
- We have agreed the following Key Performance Indicators (K.P.I.) for the new season September 2024 to August 2025, for City of Leicester.
 - a) City of Leicester Coaches to visit all clubs twice a year
 - b) The City of Leicester Head Coach shall submit to LASA, in the months noted, reports to cover the following:

September:

Review of National Championships showing the number of swimmers taking part in each Championships, the number of Personal Best Times and Finalists & Medals.

Information on the number in squads, new swimmers, those not returning and the exit strategy for each of these swimmers agreed with the base club.

February:

Review of Short Course season including National & Regional Championships and LASA County Championships showing the number of swimmers taking part and the number of Personal Best Times & Medals.

May/June:

Regional Championships information showing the number of swimmers taking part, the number of Personal Best Times and finalists/medals

- c) In addition to the above reports the City of Leicester Head Coach shall issue to LASA and all Base Club Coaches reports from East Midlands Technical Panel Meetings and National Coaches Forums.
- d) Where LASA Swimmers are invited to attend Regional/National/Team GB Camps the City of Leicester Head Coach shall provide a report to LASA and all base clubs giving details of who attended and a summary of the purpose and content of the camp.

3. FUNDING

- At the present time we fund City of Leicester £6,900 per annum to cover the Development Squad. As said, we will now be covering all squads, and we have agreed with City of Leicester a contribution of £10,000 for the coming year subject to approval by the LASA Executive. As already mentioned, this contribution will cover all squads, not just the Link Squad.

The reasoning behind this increase is:

- Supporting the whole pathway, not a specific squad.
- As with all facilities prices have increased.
- Fees were not increased last year due to there not being a full complement of development swimmers.
- COL coaches are expected to visit base clubs.
- There are 5 Squads, so it is representative of £2k per squad.
- It will be reviewed next year based on the performance against the KPIs and successes of the MOU and may go up or down.

Ron asked if the increase in finance to the City of Leicester to cover all squads, would mean that Jamie would be seeking additional swimmers for his squads. Ursula said this would not be the case, as per the MoU Jamie had outlined the number of swimmers for each squad and this would not be altered. It was to be hoped that there would be an increase of swimmers into the Link Squad to bring it up to the right number within the squad with the change of age for swimmers.

Judy explained that she had used the analogy of £2,000 per club to break down the total contribution but no stipulation had been placed on City of Leicester as to how they spent this money, other than for the good of the swimmers.

- 4. **FINALLY** – It had been agreed that Matt, the City of Leicester Chair, attend the LASA Executive meetings as their delegate for the foreseeable future. It was also agreed that a member of the Executive would attend the City of Leicester Committee meetings. For the foreseeable future Judy will be attending the meetings and it will mean that there can be a two way information sharing between City and LASA.

Following this discussion Ursula asked whether the Executive were prepared to accept the increase in contribution to City of Leicester for this season 2024/25 and the changes to the present Agreement. It was proposed by Val and seconded by Lee that the changes to the Agreement and the increase in contribution from £6,900 to £10,000 be accepted. Those in favour 10 with one abstention. Ursula thanked the Executive for their support and said she would now confirm back to City of Leicester the Executives' agreement to the proposed changes. A date to sign the proposed changes to the Agreement would be arranged between City of Leicester and Ursula.

Confirmed date of next meeting 8th October 2024 commencing at 7.00 pm via google meet.